

**THE UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF GEORGIA**

Amended Vacancy Announcement #2004-04

(Amended to reflect new closing date of May 13, 2004)

POSITION: CM/ECF Administrator (Case Opening Section)

Temporary Appointment Not-to-Exceed 9/30/2004 *(Term of appointment may be extended depending upon availability of future funding)*

LOCATION: Savannah, Georgia

STARTING Salary: CL 22/01 - \$20,937 (DOQ)

CLOSING DATE : Thursday, May 13, 2004 by 5:00 p.m.

INTRODUCTION

Case Management/ Electronic Case Filing "CM/ECF" Administrator is part of the case opening section. Incumbent will maintain official court records and interact with the public directly and by telephone. Incumbent will engage in a variety of case opening functions including, but not limited to, the following:

- ◆ Receive and check incoming documents for conformity with federal and local rules;
- ◆ Receive and maintain daily incoming fees and receipts;
- ◆ Maintain the official case events summary on the docket for all bankruptcy filings and related adversary proceedings;
- ◆ Examine and type docket entries reflecting the date and nature of each document filed;
- ◆ Scan and file case related documents;
- ◆ Check a variety of reports (Deadline Reports, Closing Reports, Discharge Report);
- ◆ Transmit calendaring information to appropriate personnel;
- ◆ Provide non-legal and procedural information to the public;
- ◆ General office support (e.g., answering telephones) and other related duties as assigned.

QUALIFICATIONS

To be considered for this position, a person must be a high school graduate or equivalent with a minimum of one year progressively responsible clerical experience. Candidate must possess exceptional computer and communication skills with a demand for accuracy and quality assurance. Some educational credits may be substituted for experience. Candidate must be a team player who is dependable, detail oriented and able to work in a multitask, fast-paced environment. This position encompasses a great deal of responsibility and requires a mature, self-motivated person with a professional attitude and the ability to work collaboratively. College degree, higher education courses, and/or prior court/legal experience are preferred.

SPECIALIZED EXPERIENCE

Specialized experience includes comprehensive working knowledge of the Bankruptcy Codes and Rules; local rules and procedures concerning the processing of cases filed under the Bankruptcy Code. Candidates must demonstrate the ability to apply a body of rules, regulations, directives or laws. Comprehensive working knowledge from routine use of Word Perfect, Adobe Acrobat, Internet browsers and regular use of scanning equipment are desirable.

INFORMATION FOR APPLICANTS

Employees of the United States Bankruptcy Court serve under Excepted Appointments as "AT WILL" employees and are required to adhere to a Code of Conduct.

- ◆ The best suited applicant meeting the needs of the court will be selected;
- ◆ Due to the volume of applications received communication will be with only those individuals who will be tested or interviewed for the position;
- ◆ Interviewees are subject to a full National Crime Information Center (NCIC) background check;
- ◆ Appointee is subject to a probationary status; candidate may be removed from this position at any time if, after reasonable on-the-job training, the candidate fails to perform at a satisfactory level;
- ◆ The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which actions may occur without prior written or other notice;
- ◆ In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Clerk of Court may elect to select the next top rated candidate from those who applied for the initial announcement without re-posting the position;
- ◆ More than one position may be filled through this announcement;
- ◆ Potential Progression to CL 23 - 24 may be considered without further competition;
- ◆ Duty station assignments are at the discretion of the Clerk of Court;
- ◆ Relocation and/or travel expenses will not be reimbursed;
- ◆ Mandatory electronic direct deposit of salary payments are required;
- ◆ Applicants **must** be a U. S. Citizen or eligible to work in the United States;

BENEFITS

The benefits for temporary not-to-exceed appointments are limited.

Submit Resume, Salary History and three (3) Professional References via Facsimile or Mail to:

*Human Resources
United States Bankruptcy Court
Confidential Announcement # 2004-04
P. O. Box 8347
Savannah, GA 31412
or
Fax to: 912-650-4135*

Incomplete applications will not be considered

AN EQUAL OPPORTUNITY EMPLOYER